

**POLICIES
OF
THE ASSOCIATION OF FLORIDA HEALTHCARE AUXILIARIES-VOLUNTEERS,
INCORPORATED**

1. Committees

Per Bylaws, Article VI, Section 1, the President shall be an ex-officio member of all committees, except the Nominating Committee.

- a. Special Committees shall be appointed by the President for a definite purpose, shall confine their activities to the purpose for which they are appointed, and shall be released from their duties after their final report.
- b. The Bylaws-Policies Committee members shall be the Parliamentarian, First Vice President, Second Vice President, Resource Chairman and others as appointed by the President. The Parliamentarian shall be the Chairman of this committee.
- c. The Finance-Budget Committee members shall be the Treasurer, First Vice President, Immediate Past President and two (2) or more members appointed by the President. The Treasurer shall be the Chairman of this committee.
- d. A Financial Review Committee of three (3) shall be appointed by the President to review all financial records of the Treasurer. This review shall take place at each Board Meeting: Exception-the Board Meetings prior to and immediately following Annual Meeting.

2. Communications

- a. The President shall approve all requests for AFHAV Membership Rosters.
- b. All material distributed at any meeting sponsored by AFHAV shall be cleared by the President, in advance of the meeting.
- c. All official AFHAV communications **MUST** be approved in advance by the appropriate Chain of Command.
- d. The use of email to conduct official business of this organization is an approved method of communication. Receipt of the communication must be made to the sender.
- e. The following confidentiality statement shall be added to the end of all emails:
NOTICE: This message is confidential, intended for the named recipient (s) and may contain information that is (1) proprietary to the sender, and/or, (2) privileged, confidential and/or otherwise exempt from disclosure under applicable Florida and federal law. Receipt by anyone other than the named recipient (s) is not a waiver of any applicable privilege.

3. Deaths

- a. Upon the death of an AFHAV Past President, the President shall send a letter of condolence to the family. A contribution of \$50.00 shall be sent to the Past President's affiliated auxiliary-volunteer organization in his or her memory.
- b. Upon the death of an AFHAV Board Member, the AFHAV President shall send a letter of condolence to the family. A letter of condolence shall be sent to the auxiliary-volunteer organization along with a \$50.00 memorial contribution.

4. **DISCLAIMER FOR BOARD MEMBERS:**

AFHAV is an educational and informational organization and therefore, shall not become involved in policy making between or among individual hospital auxiliaries or volunteer groups and their respective hospitals or healthcare systems. It is recommended that all AFHAV Board speakers state the above at the beginning or end of their programs and that this disclaimer shall be printed on all AFHAV educational programs.

5. **Financial**

- a. The budget shall provide a partial reimbursement for hotel and food expenses to each Board Member attending Board Meetings, excluding the President and First Vice President. The amount is determined by the Finance-Budget Committee and approved by the Board of Directors.
- b. Budgeted funds for Board Members, excluding the President and First Vice President, shall ONLY be used for in-state meetings unless otherwise specified and approved in the current year's budget.
- c. Members of the Board of Directors are expected to exercise fiscal responsibility in all matters dealing with the AFHAV Budget and any other expenditures.
- d. No Board Member, including the President, shall spend any funds not covered in the budget without prior approval of the Board of Directors.

The Board of Directors shall have final authority concerning any expenditure (s) not provided for in the approved budget or that is contrary to established guidelines. Any such requests must be submitted in writing.

- e. A Fidelity Bond, with the annual premium to be paid by AFHAV, shall bond members of the Board of Directors.
- f. The financial records of all AFHAV sponsored meetings shall be submitted to the Treasurer.
- g. **Contracts**
 1. **Educational Meeting Space, Food and Beverage**
 - a. **District Meetings:** The District Director may sign a contract with prior written approval of the President and First Vice President. Any changes in the contract must be initialed, dated, and approved by a member of the hotel staff, the District Director, as well as the President and First Vice President.
 - b. **Annual Meeting:** All contracts pertaining to the Annual Meeting shall be signed by the President, First Vice President and Treasurer, after review and approval by the Annual Meeting Committee.
 - c. **Board Meetings:** All contracts pertaining to Board Meetings shall be signed by the President, First Vice President and Treasurer, after review and approval by the Board of Directors.

2. **Speakers**

All speakers' agreements for Annual Meeting, District Meetings, etc. may be signed by the District Director or Annual Meeting Chairman with prior written approval by the President and Treasurer.

3. **Other**

Any other contracts or agreements in the name of AFHAV shall be signed by the President, First Vice President and Treasurer, after review and approval by the Board of Directors.

6. Gifts

Board members shall not accept gifts at AFHAV sponsored meetings. Exception: You may accept a prize only if you have purchased a ticket.

7. Manuals

- a. All Board Members shall be responsible for keeping **their manuals updated and in proper order at all times.**
- b. Any change (s) in Guidelines and Procedures must be submitted to the Bylaws-Policies Committee for review and approval.

8. Meetings

At the opening of any AFHAV Meeting-Business Sessions, the Prayer shall be read, followed by the Pledge of Allegiance to the flag of the United States of America.

9. Membership Dues

- a. Auxiliaries-volunteer organizations joining AFHAV after August 1st shall pay dues for the full year for the category to which they belong. This payment will cover the annual dues for the following fiscal year.
- b. Any change in the amount of dues shall become effective at the beginning of the next fiscal year.
- c. An affiliated healthcare auxiliary-volunteer organization that has resigned or been dropped for nonpayment of dues shall be reinstated upon written request to the Treasurer-Membership Chairman and upon payment of dues for the current fiscal year.
- d. Annual Dues for AFHAV Members are outlined in Article III of the Bylaws.
- e. The Florida Hospital Association's website and-or the healthcare facility's website will be the source authorities for healthcare facility information (i.e. facility name, physical address and total bed count). This policy statement shall appear on all Membership Dues Invoices.

10. Past Presidents

- a. AFHAV Past Presidents, on the mailing list, shall receive a copy of the Annual Report. The Immediate Past President shall be responsible for sending the Report to those not in attendance at the Annual Meeting.
- b. AFHAV Past Presidents, on the mailing list, may be invited to AFHAV sponsored educational meetings and shall meet at Annual Meeting. The Immediate Past President shall coordinate this meeting.

11. Reports

- a. All Board Members shall prepare reports for Board Meetings as requested by the President and shall prepare an Annual Report. Copies of written reports shall be given to the President, First Vice President, Secretary (original), and a copy shall be placed in the Board Member's Procedure Manual.
- b. The Treasurer shall give a copy of all financial reports to each Board Member.
- c. Board Members shall submit articles for publication in our *INSIDE AFHAV NEWSLETTER* when requested by the Editor.

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